



Manager's Report

For Council Meeting May 13, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

Chester Engineers Inc
Christine's Sewing
DC Tool Supply Inc
Dulles Care Group PLC, The
ECCO Retail, LLC
Federal Electronic Data Systems LLC
Fixit Home Repair
Fun n Fit With Heeman
Haun, Greg
Imek
Judith Ann Macdowell, LCSW
Lil Munchkins Childcare
Maid Special
Majesty Publishers
Pen & Inc
Pretty In Print
Pro Patent
Staley & Sanders
Tongue & Groove Carpentry
V Branson Designs

HUMAN RESOURCES

New Hires and Terminations for the Period April 19 through May 9, 2003

New Hires

Lyndon B. Johnson	Utility Plant Operator Trainee
Joseph Ryan	Maintenance Worker II
Joy Miller	Admin. Associate II – Paralegal

Department

Utilities/Water Supply
Utilities/Water Pollution Control
Executive

Resignations

Adam Brown	Management Intern
Tracy Jenkins-Gowan	Admin. Associate II – Paralegal

Department

Executive
Executive

Terminations

Position

Department

PLANNING AND ZONING

DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

PLANS REVIEWED DURING THE PERIOD OF:
APRIL 16, 2003 – MAY 5, 2003

Project Name	Project Type	Submission Number	<u>Proposal Description</u>
Georgetown Mews, Lot 7	Minor Subdivision Plat	1 st	Subdivision of an existing large single-family residential lot into two smaller lots
Battlefield Marketplace	Preliminary/Final Development Plan	4 th	Construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (Kohls Department Store)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (River Creek)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (Edwards Landing, Phase 2B, Parcel 2B2)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (GRK)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Potomac Station Retail, Parcel B (Chevy Chase Bank)	Request for Authorization of Preliminary/Final Development Plan	1 st	Construction of a 3,200 square foot bank
Leesburg Plaza Office Building	Revision to an Approved Preliminary/Final Development Plan	1 st	Relocation of a dumpster pad
God's Children Learning Center	Preliminary/Final Development Plan Authorization	1 st	Construction of a 2,000 square foot daycare use
J. Lupton Simpson Middle School	Sketch	1 st	Extension of public water service line
Loudoun County High School	Request for a Certification of No Adverse Impact	1 st	Revisions to parking lot lighting
Dulles Motor Cars	Preliminary/Final Development Plan	Revision to 3 rd	Construction of additional parking & vehicle display area
Landa Vere Residence	Lot Grading Plan	1 st	Lot grading for residential construction
Loudoun Sport & Health Club	Preliminary/Final Development Plan	4 th	Construction of the 34,481 square foot health club expansion
Hawks View Glen	Construction Drawings	1 st	Construction of a subdivision to create 36 single-family residential attached (townhouse) lots
202 Wirt Street (Burnett & Williams)	Minor Subdivision Plat & Deed	3 rd	2 lot subdivision to accommodate 2 office buildings and associated parking
Stowers, Phase 2, Section 3	Construction Drawings	4 th	Construction of 111 single family detached residential dwellings
Tollhouse Office Building	Preliminary/Final Development Plan	2 nd	Construction of a 3,500 square foot office building

Stratford Ryland Lake Facility	Revision to Approved Construction Drawings	1 st	Addition of two wells
ECHO Entrance Road and Water Extension	Preliminary/Final Development Plan	4 th	Construction of entrance road and water line
Saint John the Apostle Church	Preliminary Storm Water Management Design Sketch	1 st	Construction of storm water improvements
South King Street Center at the Park	Variation Request	1 st	Request to waive certain public street frontage requirements
Stratford Ryland Hope Parkway (Station 18 to Station 38)	Revision to approved construction drawings	1 st	Elimination of a section of proposed sidewalk
Star Pontiac Storm Sewer	Easement Plat	1 st	Construction of storm sewer improvements

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
APRIL 16, 2003 – MAY 5, 2003**

Project Name	Project Type	Submission Number	Proposal Description
Battlefield Marketplace	Preliminary/Final Development Plan	4 th	Construction of a 316,122 square foot retail center for Costco and Target
Stowers Public Improvements/Route 621	Final Development Plan	4 th	Road improvements related to construction for single family detached residential subdivision
Battlefield Marketplace (Kohls Department Store)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (River Creek)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (Edwards Landing, Phase 2B, Parcel 2B2)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Battlefield Marketplace (GRK)	Easement Plat	2 nd	Easement related to construction of a 316,122 square foot retail center for Costco and Target
Leesburg Plaza Office Building	Revision to an Approved Preliminary/Final Development Plan	1 st	Relocation of a dumpster pad
Jerry's Chevrolet @ East Market Street	Preliminary/Final Development Plan	4 th	Construction of a 6,550 square foot automotive dealership building expansion
First Citizens Bank	Preliminary/Final Development Plan	2 nd	Construction of a 8,648 square foot bank
Leesburg Fire Department Building Expansion	Request for a Certification of No Adverse Impact	2 nd	Construction of a building expansion
Landa Vere Residence	Lot Grading Plan	1 st	Lot grading for residential construction
Potomac Station Retail, Parcel B (Chevy Chase Bank)	Preliminary/Final Development Plan	1 st	Construction of a 3,200 square foot bank
Stratford Ryland Lake Facility	Revision to Approved Construction Drawings	1 st	Elimination of a section of proposed sidewalk
Edwards Landing Recreation Center	Revision to Approved Final Development Plan	1 st	Revisions to an approved 4,048 square foot recreation center (pool, clubhouse, tennis court and tot lot)

Loudoun County Park & Ride @ Davis Avenue Extension	Sketch	1 st	Construction of a commuter parking lot
Loudoun County Park & Ride @ Westpark	Sketch	1 st	Construction of a commuter parking lot
Hawks View Glen	Construction Drawings	1 st	Construction of a subdivision to create 36 single-family residential attached (townhouse) lots
Georgetown Mews, Lot 7	Revision to Approved Construction Drawings	1 st	Construction of two single family detached dwellings from the subdivision of one larger lot

ZONING DEPARTMENT

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church – Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. A preview before the Planning Commission was held March 20, 2003 and the public hearing was held April 3, 2003. The Planning Commission voted to recommend approval at its April 17, 2003 meeting. This application is scheduled for a public hearing at the Town Council's May 28, 2003 meeting.

SE 2002-09: Mobil Service Station – Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The applicant has recently submitted a letter requesting that no public meetings be scheduled at this time.

SE 2002-07: Star Pontiac, Buick & GMC – Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a childcare center (which would be part of a larger shopping center development) for up to 198 children. This property is located in the southeast corner of Davis Avenue and King Street. The Planning Commission preview was held March 6, 2003 and the public hearing before the Planning Commission was held March 20, 2003. The Planning Commission declined to vote on a recommendation at the April 3, 2003 meeting, and voted to recommend approval, at its April 17, 2003 meeting. This application is scheduled for a public hearing at the Town Council's May 28, 2003 meeting.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. Staff received revised plans (March 31, 2003) and the application was discussed at the April 21, 2003 Town Council worksession. Staff is awaiting revised plans for further review.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. The applicant is making revisions to the plan and proffers. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. No public meetings have been scheduled.

ZONING PERMITS ISSUED 03-479-03-621

ZONING PERMITS ISSUED NEW RESIDENTIAL

Stratford 8 SFA @ \$75,000

Edwards Landing 5 SFA @ \$150,000

10 SFD @ \$200,000

2 SFD @ \$105,000

Stowers 15 SFD @ \$100,000

Hamlet @ Leesburg 2 Duplex/SFA @ \$120,000

Potomac Crossing 2 SFD @ \$105,000

Kincaid Forest 5 SFA @ \$85,000

ZONING PERMITS ISSUED COMMERCIAL

601 Tavistock Farms Child Care Facility-Goddard Day Care Center @ \$1,300,000,000

148 Catoctin Circle Install New Car wash Equipment \$110,000 Amoco Gas Station

112 South Street SE Interior Alteration/ Commercial Office Market Station @ \$40,000

241 Fort Evans RD NE #681 Interior Fit-up \$30,000 Ecco Leesburg Outlet Mall

1369 S. King St Workshop & Garage @\$12,000 Meadow Brook Farm Estate

750 Miller Drive, Suite B-1 Tenent fit-up @\$10,600 Leesburg Air Park

305 East Market St Interior Alteration @\$5,000 Toll house Center

1200 Tennessee DR N.E. Bath/house/Clubhouse & Swimming @ 395,500 Edwards Landing

OCCUPANCY PERMITS ISSUED RESIDENTIAL

Edwards Landing 4 SFD

Potomac Crossing 4 SFD 6 SFA

Kincaid Forest 3 SFD 3 SFA

Tavistock Farm 5 SFA

Stratford SFA 5 SFD 4

Stowers 7 SFD

OCCUPANCY PERMITS ISSUED COMMERCIAL

305 L East Market ST Bellwood Commons/Equity One

WATER & SEWER ADMINISTRATION

Capital Projects Update:

- Sewer System Improvements – Cardinal Park and Phase II project have been completed. A punch list of deficiencies has been issued to the contractor.
- During this period, twelve plans were received for review within the service area, and two requests were processed for water and sewer system modeling.

- Notice to proceed for the Woodlea Manor Mini-Zone Pump Station has been issued and the survey work completed. The building layout will begin soon.
- A purchase order has been issued to evaluate the extension of water service to the residents of Leeland Heights.
- The design workshops for expansion of the Water Treatment and Water Pollution Control Plants are in progress and proceeding according to the schedule.
- The preliminary building layout plan has been received for the Utility Lines Division (ULD) maintenance facility and reviewed. The plan will require special exception approval and will soon be forwarded to planning department.
- The meter change out program is proceeding in accordance with the anticipated schedule.
- A possible break through on tank site acquisition has occurred with the potential new owner of the property near Carr Tank indicating a willingness to negotiate.

UTILITY LINES DIVISION**Installations made during this period:**

- Replace meter & valves at 122 Morven Park Road.
- Install sewer lateral at Izaak Walton.
- Change out 2" meter at 15 N. King St., 43730 Olympic Blvd., 42910, 1043, 1062 & 1071 Edwards Ferry Rd., 419 & 425 Evans Ridge.

Training:

- Held F.H. & valve training at shop (sponsored by VRWA).
- Andy Noland completed VDOT soils certification training.
- Andy Noland, Robert Hanshew, Rodney Conner & Tommy Chaffins attended VDOT math refresher classes.
- Robert Hanshew & Tommy Chaffins attended AWWA cross-connection class held at shop.
- Held safety training covering Book 4 (Hazardous Communication).

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- Assist WTP in wet well cleaning.
- Held forklift certification training at shop.

Summary Programs:

- New connections to town utility system: 44
- Total number of water leak repairs: 7
- Responded to 636 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of May 9, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
Econ Dev	1	Admin Associate II	3/9/01	√	√	<u>On hold*</u>			
Eng & PW	1	Senior Engineer	7/1/02	√	√	<u>Frozen**</u>			
	1	Equipment Operator	3/18/03	√	√				
P&Z	1	Chief of Comp Planning	4/1/03	√	√	√	√	√	
	1	Senior Planner	7/1/02	√	√	√	√	√	
	1	Senior Planner	7/1/02	√	√	√	√		
	1	Planner	7/1/02	√	√	√	<u>Frozen**</u>		
	1	Planning Assistant	2/10/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Police Officer	3/20/03	√	√				
Util Admin	1	Senior Engineer	7/1/02	<u>*On hold</u>					
	1	Utility Compliance Officer	1/2/03	√	√				
WPCF	1	Equipment Operator	4/9/03	√	√				
<u>TOTAL</u>	13								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R.S. Noe